

Application Deadline: June 19, 2015
Equal Opportunity Employer
Community Development Director
Hamilton County, Kansas

The Hamilton County Development Board is seeking a Community Development Director who will be responsible for coordinating the economic development efforts of Hamilton County, the City of Syracuse and the Syracuse-Hamilton County Chamber of Commerce.

The ideal candidate will be a leader with strong interpersonal skills and the ability to establish and maintain positive and effective working relationships at all levels including governing bodies, local and state agencies, committees and public. The candidate should possess excellent listening and communication skills (both verbal and written) and the ability to maintain confidentiality. The candidate should carry out effective and timely follow-up on required efforts with business contacts and opportunities and have proficient computer skills, including Microsoft Office programs. Must be self-motivated and have excellent organizational and time management skills. Bi-lingual (Spanish) and grant writing skills would be beneficial.

Completion of a bachelor's degree, advanced education, training and completion of professional economic development trainings preferred, although a combination of education and experience will be considered; will be required to travel and work a varying schedule, including nights and weekends.

This is a full-time salaried position. Compensation based on experience and skills. Benefit package is provided. Candidate required to establish residency in Hamilton County within ninety days of employment and have a valid driver's license.

For complete job description and employment application, contact:

Angie Moser
County Clerk
Hamilton County
P.O. Box 1167
219 N. Main Street, Syracuse, KS 67878
hmcoclerk@wbsnet.org
620.384.5629

To apply, submit cover letter, resume, completed employment application and signed job description to the above contact information no later than 4:30 p.m. Mountain Time, June 19, 2015